

- ❖ Click on the link for “organizational unit update”

Address <http://www.state.co.us/dhr/empl/index.htm> Go

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Publications and Forms

System. EMPL is a custom software product, which incorporates a system of checks and edits to ensure that employee information complies with any and all appropriate Statutes Rules and Procedures. Employees of the State of Colorado may be granted access to CPPS/EMPL/ADS for official business purposes only. These systems contain both public and confidential information and access shall not be granted to anyone for general perusal of a state agency's personnel/payroll records or reports.

The [EMPL user manual](#) provides a detailed guide on how to use and operate the EMPL system. It is recommended new users gain system training or read the EMPL user manual before entering data into EMPL. The following are frequently used listings and are instrumental for entering data into the EMPL system correctly: [Action Code](#), [City Code](#), position status for [Classified](#), [Judicial](#), [Non-Classified](#), and [Appointment base](#) chart.

To obtain access for CPPS/EMPL/ADS you will need to complete and submit a [security access](#) form. In addition, an [organizational unit update](#) form is now available for online input and is automatically sent to EMPL customer service.

Please look at the [EMPL/CPPS Contact List](#) to find out who is the authorized EMPL user(s) for your agency.

For more information regarding EMPL problems or issues that cannot be solved at the agency level, or for information on training, please contact an EMPL technician within the [Total Compensation/Systems Team](#). It is suggested an e-mail message is sent to HR.Support@state.co.us regarding technical issues.

Choose Topic . . .

Email comments to: [HR Support](#)

last modified 07-29-02

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- ❖ For additions or changes you must complete all fields. For deletions, you must complete your contact information, the Agency Code and Org Unit.

Address http://www.state.co.us/gov_dir/gss/hr/forms/orgunitupdate.htm Go

EMPL Organizational Unit Update Form

This form is form EMPL Technician use only.

First Name Last Name

Email Address

Phone (inc. ext.) Fax Number

Agency Code Function N/C Class1

☒ Add ☐ Delete ☐ Change

Org Unit (Up to 12 characters)

Description (Up to 50 characters)

Complete business address
DENVER, CO 80203

Address http://www.state.co.us/gov_dir/gss/hr/forms/orgunitupdate.htm Go

Agency Code Function N/C Class1

☒ Add ☐ Delete ☐ Change

Org Unit (Up to 12 characters)

Description (Up to 50 characters)

Complete business address


If business address is not included, the default address for the agency will be used. The default address is the address attached to the org-unit 000000000000 (See agency table)

Please use the space below for any questions or comments you have regarding this action.

- ❖ Click on Submit to submit your form or reset to clear the form.

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 DEPARTMENT OF PERSONNEL AND ADMINISTRATION
DIVISION OF HUMAN RESOURCES

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Organizational Unit Update Confirmation

Thank you for using the online version of this form. Your data has been forwarded to the appropriate office. Once the action has been completed you will receive an email.

To submit another form without having to type in all of the information again, use your "Back" button to return to the form.

- ❖ To submit another form without having to type in all of the information again, use your "Back" button to return to the form.